

OHIO UNIVERSITY  
OFFICE OF THE UNIVERSITY REGISTRAR  
Production Chart for Athens and Regional Campuses 2017-2018

Description	Fall 2017-2018	Spring 2017-2018	1st Summer 2017-2018	Full Summer 2017-2018	2nd Summer 2017-2018
SCHEDULE AVAILABLE TO DEPARTMENTS IN ASTRA	9/26/2016	4/13/2017	8/14/2017	8/14/2017	8/14/2017
FIRST PRIORITY DEADLINE FOR 99-SEAT OR MORE CLASSROOM REQUESTS	11/4/2016	6/9/2017	9/29/2017	9/29/2017	9/29/2017
DATA ENTRY DEADLINE FOR A&S, ENT, HSP FOR SCHEDULING CLASSES	12/16/2016	7/21/2017	11/13/2017	11/13/2017	11/13/2017
TEXTBOOK SYSTEM AVAILABLE FOR ENTERING TEXTBOOK AND MATERIALS	1/3/2017	8/7/2017	11/27/2017	11/27/2017	11/27/2017
DEADLINE FOR SCHEDULING CLASSES DATA ENTRY BY DEPARTMENT/SCHOOLS TO THE REGISTRAR	1/13/2017	8/11/2017	12/1/2017	12/1/2017	12/1/2017
COURSE OFFERINGS AVAILABLE ON WEB	2/27/2017	9/5/2017	1/8/2018	1/8/2018	1/8/2018
REGISTRATION APPOINTMENT AVAILABLE IN STUDENT CENTER	3/14/2017	10/18/2017	n/a	n/a	n/a
ACADEMIC ADVISING BEGINS	3/20/2017	10/23/2017	n/a	n/a	n/a
TEXTBOOK SYSTEM SHOULD BE UPDATED TO THE MAXIMUM EXTENT PRACTICABLE	3/27/2017	10/30/2017	2/19/2018	2/19/2018	2/19/2018
PRIORITY REGISTRATION BEGINS	3/27/2017	10/30/2017	n/a	n/a	n/a
REGISTRATION AVAILABLE - OPEN REGISTRATION	4/15/2017	11/21/2017	2/19/2018	2/19/2018	2/19/2018
LEARNING COMMUNITY BREAKOUT FROM LC CLUSTER TO CLASSES	4/15/2017	11/21/2017	2/20/2018	2/20/2018	2/20/2018
MASTER CURRICULUM FILE UPDATED AND EMAIL TO ACADEMIC COLLEGES, REGIONAL CAMPUSES AND DEPARTMENTS	7/3/2017	1/2/2018	5/4/2018	5/4/2018	5/4/2018
EMAIL: REMINDER TO STUDENTS - REVIEW CLASS SCHEDULE / 15 to FINISH /READ CATALOG #1 (1 week before classes)	8/21/2017	1/9/2018	5/7/2018	5/7/2018	6/25/2018
REQUISITE DROP	5/25/2017 & 8/24/2017	1/11/2018	5/10/2018	5/10/2018	5/10/2018
EMAIL: REMINDER TO STUDENTS - REVIEW CLASS SCHEDULE / 15 to FINISH /READ CATALOG #2 (First day of classes)	8/28/2017	1/16/2018	5/14/2018	5/14/2018	7/2/2018
CLASSES BEGIN -ATHENS & REGIONAL CAMPUSES	8/28/2017	1/16/2018	5/14/2018	5/14/2018	7/2/2018
GRADUATION APPLICATION AVAILABLE	8/28/2017	1/16/2018	5/14/2018	5/14/2018	7/2/2018
EMAIL: TO STUDENTS - GRADUATION APPLICATION IS AVAILABLE	8/28/2017	1/16/2018	5/14/2018	5/14/2018	7/2/2018
LAST DAY TO ADD A CLASS (WITHOUT INSTRUCTOR APPROVAL - Fall, Spring, & FULL Summer)	9/1/2017	1/19/2018	5/18/2018	5/18/2018	5/18/2018
EMAIL: REMINDER TO STUDENTS - REVIEW CLASS SCHEDULE / 15 to FINISH /READ CATALOG #3 (1 day prior to last day to Register)	9/7/2017	1/25/2018	5/17/2018	5/24/2018	7/5/2018
LAST DAY TO ADD A CLASS (INSTRUCTOR PERMISSION REQUIRED)	9/8/2017	1/26/2018	5/18/2018	5/25/2018	7/6/2018

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REVIEW ADVISEE LIST TO UPDATE ADVISORS, ENSURE STUDENTS ARE IN ACTIVE PROGRAMS.	9/8/2017	1/26/2018	5/18/2018	5/25/2018	7/6/2018
CLASSES DROPPED WILL REFLECT GRADE WP/WF/WN ON STUDENT'S ACADEMIC RECORD. NO FEE ADJUSTMENT	9/9/2017	1/27/2018	5/19/2018	5/26/2018	7/7/2018
PASS/FAIL FORMS DUE TO THE REGISTRAR	9/11/2017	1/29/2018	5/31/2018	5/31/2018	7/12/2018
EMAIL: FERPA NOTIFICATION TO STUDENTS (3 business days after end of registration)	9/12/2017	1/31/2018	5/30/2018	5/30/2018	5/30/2018
EMAIL: UPDATE EMERGENCY CONTACT TO STUDENTS (2 days after FERPA email)	9/14/2017	2/2/2018	6/1/2018	6/1/2018	6/1/2018
CORRECTED PASS/FAIL FOR CURRENT TERM AUDIT TO DEANS AND PASS/FAIL REPORTS FOR PREVIOUS TERMS WITH GRADES TO DEANS	9/21/2017	2/8/2018	6/7/2018	6/7/2018	7/19/2018
EMAIL: FINAL REMINDER OF GRADUATION APPLICATION DEADLINE (1 business day prior to deadline)	9/29/2017	2/16/2018	7/13/2018	7/13/2018	7/13/2018
MEMO TO DEPARTMENTS & ADMINISTRATIVE OFFICES - FINAL EXAM-COMBINED SECTIONS	10/2/2017	2/19/2018	6/18/2018	6/18/2018	6/18/2018
GRADUATION – APPLICATION DEADLINE	10/2/2017	2/19/2018	7/16/2018	7/16/2018	7/16/2018
COMMENCEMENT PROGRAM PREVIOUS EDUCATION REPORT TO TAD OFFICE	10/9/2017	2/23/2018	7/20/2017	7/20/2017	7/20/2017
PRELIMINARY IP DARS TO DEANS FOR GRADUATION CANDIDATES	10/10/2017	2/28/2018	7/24/2018	7/24/2018	7/24/2018
DARS PRIORITY REGISTRATION PROCESSING BEGINS, PROGRAM UPDATES, ADVISOR ASSIGNMENTS, HOLDS AND TRANSFER EQUIVALENCIES SHOULD BE COMPLETED BY 5:00 P.M.	10/10/2017	3/13/2018	n/a	n/a	n/a
CHANGE OF COLLEGE/MAJOR-LAST DAY TO PROCESS FOR CURRENT TERM	10/13/2017	3/2/2018	6/29/2018	6/29/2018	6/29/2018
EMAIL: STUDENTS ENROLLED FOR CLASSES STARTING MID-SEMESTER (Friday of 7th week of semester)	10/13/2017	3/2/2017	n/a	n/a	n/a
DARS FOR PRIORITY REGISTRATION AVAILABLE FOR DELIVERY BY PRINTING RESOURCES	10/16/2017	3/19/2018	n/a	n/a	n/a
EMAIL: STUDENTS ENROLLMENT APPOINTMENT TIME / REVIEW YOUR DARS (Wednesday prior to advising)	10/18/2017	3/21/2018	n/a	n/a	n/a
EMAIL: FACULTY - FINAL EXAM & GRADE DEADLINE (3 weeks after combined sections memo from Vicki Dornbush) (8th week of semester)	10/16/2017	3/5/2018	n/a	n/a	n/a
LAST DAY TO WITHDRAW FROM AN INDIVIDUAL CLASS ON STUDENT'S SCHEDULE. WP/WF GRADE ASSIGNED. NO FEE ADJUSTMENT	11/3/2017	3/30/2018	6/15/2018	8/17/2018	8/3/2018

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COMMENCEMENT PROGRAM UPDATED PREVIOUS EDUCATION REPORT TO REGISTRAR (TAD OFFICE SUPPLIES THIS INFORMATION)	10/20/2017	3/24/2018	10/1/2018	10/1/2018	10/1/2018
EMAIL: TO INSTRUCTORS - GRADING SYSTEM AVAILABLE (day before last day of classes, after 5pm for Fall & Spring only; 3 days prior for summer)	12/8/2017	4/27/2018	6/22/2018	8/10/2018	8/10/2018
LAST DAY TO WITHDRAW FROM THE UNIVERSITY	12/8/2017	4/27/2018	6/29/2018	8/17/2018	8/17/2018
GRADING SYSTEM AVAILABLE @ 10:00 AM (flexibly scheduled classes are available for grading on the last day of class, all other classes are available for grading on date stated)	12/11/2017	4/30/2018	6/25/2018	8/13/2018	8/13/2018
SEMESTER CLOSING	12/16/2017	5/5/2018	6/30/2018	8/18/2018	8/18/2018
DEGREE CONFERRAL DATES	12/16/2017	5/4/2018 (Graduate) 5/5/2018 (Undergrad) 5/12/2018 (Medical)	8/18/2018	8/18/2018	8/18/2018
GRADE DEADLINE -END OF TERM GRADES DUE BY 12:00 NOON	12/20/2017	5/9/2018	7/5/2018	8/22/2018	8/22/2018
PROBATION REVIEW OPEN FOR DEAN'S REVIEW	12/20/2017	5/9/2018	8/22/2018	8/22/2018	8/22/2018
EMAIL: TO STUDENTS - GRADES AVAILABLE IN MY OHIO STUDENT CENTER	12/21/2017	5/10/2018	7/6/2018	8/23/2018	8/23/2018
ACADEMIC DEAN'S PROBATION REVIEW DEADLINE	12/22/2017 (Tentative)	5/11/2018	8/24/2018	8/24/2018	8/24/2018
CANDIDATE DARS WITH GRADES FOR DEAN'S REVIEW	12/22/2017	5/11/2018	8/24/2018	8/24/2018	8/24/2018
CANDIDATES CONFER/DENY REPORT TO DEANS	12/22/2017	5/11/2018	8/24/2018	8/24/2018	8/24/2018
EMAIL: TO STUDENTS - PROBATION STATUS AVAILABLE IN MY OHIO STUDENT CENTER	12/22/2017	5/12/2018	8/24/2018	8/24/2018	8/24/2018
FINAL PROBATION REPORTS AVAILABLE IN OBI	12/23/2017	5/13/2018	8/25/2018	8/25/2018	8/25/2018
OFFICIAL TRANSCRIPTS FOR CURRENT TERM GRADES AVAILABLE	1/2/2018 (Tentative)	5/14/2018	7/9/2018	8/27/2018	8/27/2018
DROP FUTURE ENROLLMENT FOR STUDENTS ACADEMICALLY DISMISSED AFTER LAST TERM	1/4/2018	5/17/2018	8/30/2018	8/30/2018	8/30/2018
CONFER/DENY REPORT RETURNED TO REGISTRAR'S OFFICE	1/5/2018	5/18/2018	8/31/2018	8/31/2018	8/31/2018
EMAIL: I TO F GRADE LAPSE WARNING(Brenda Cox)	1/5/2018	5/18/2018	8/17/2018	8/17/2018	8/17/2018
FINAL CONFER/DENY REPORT FOR STUDENTS ON HOLD RETURNED TO REGISTRAR	1/12/2018	5/25/2018	9/7/2018	9/7/2018	9/7/2018
DEPARTMENTAL HONORS LIST TO REGISTRAR	1/12/2018	5/25/2018	9/7/2018	9/7/2018	9/7/2018
DEGREE BEARING TRANSCRIPTS AND DEGREE VERIFICATION LETTERS AVAILABLE	1/19/2018	6/1/2018	9/14/2018	9/14/2018	9/14/2018
DEAN'S LIST FINAL REPORT	1/19/2018	6/1/2018	9/14/2018	9/14/2018	9/14/2018

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INCOMPLETE GRADE CHANGE DEADLINE (SPECIAL GRADE REPORTS OR REQUEST FOR EXTENSION OF TIME MUST BE IN THE REGISTRAR'S OFFICE) <b>NOTE: GRADUATION CANDIDATES MUST HAVE INCOMPLETE GRADES RESOLVED BY THE END OF THE TERM IN WHICH THEY WILL GRADUATE</b>	1/26/2018	6/8/2018	9/21/2018	9/21/2018	9/21/2018
I TO F GRADE LAPSE PROCESS	1/26/2018	6/8/2018	9/7/2018	9/7/2018	9/7/2018
BEGIN MAILING DIPLOMAS (STUDENTS RECEIVE AN EMAIL ALERTING THEM TO THE ARRIVAL OF THEIR DIPLOMA AND ADVISING THEM CEDIPLOMAS ARE AVAILABLE)	2/2/2018	6/20/2018	10/1/2018	10/1/2018	10/1/2018